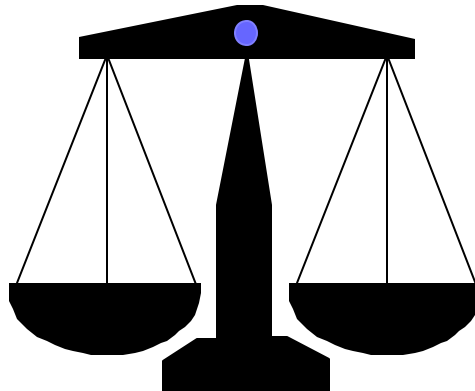




**DOOR COUNTY  
DISTRICT ATTORNEY'S OFFICE**

**2005 ANNUAL REPORT  
TO THE DOOR COUNTY  
BOARD OF SUPERVISORS**



## **To The Members Of The Door County Board Of Supervisors:**

I respectfully submit the annual report for my office for 2005.

The office of District Attorney, with a budget of \$273,635, operates with a staff of two full-time attorneys and five administrative and support staff. Funding for the office is provided from a combination of county and state taxes as well as state crime/victim compensation funds. The Office of District Attorney has responsibility for all criminal law enforcement, traffic law enforcement (criminal and non-criminal within Door County), county forfeiture prosecutions, juvenile delinquency matters, child protection and neglect cases, termination of parental rights proceedings and miscellaneous other actions. The staff consists of myself, Assistant District Attorney Joan Korb, Administrative Assistant/Legal Secretary Sally Baudhuin, Legal Secretaries Sally Hall and Lisa Mraz, Victim/Witness Coordinator Cathie Schroeder, and a position of Receptionist/Worthless Check Coordinator (vacant for the latter part of 2005).

2005 saw many changes in the Office of District Attorney. To begin the year I assumed my duties as District Attorney. At that time Joan Korb, District Attorney during 2004, returned to her former position as Assistant District Attorney. This transition was seamless in no small part due to my prior experience in the office, working as a Special Prosecutor in 2004, as well as the extensive cooperation and assistance of Ms. Korb. Together we have over 40 years' experience as trial lawyers, most of that time spent as prosecutors in the State of Wisconsin.

Office management and supervision duties were also addressed and improved in 2005. In years past, responsibility for supervision of all staff fell to the District Attorney. This was not a good fit as the attorney in that position is often in court or otherwise out of the office. This had led to an informal practice of the secretary for the District Attorney serving as Office Manager/Supervisor for the other staff, albeit with no formal authority to carry out such a role. Sally Baudhuin's position was reclassified in 2005 to reflect her increased responsibility and supervisory duties with respect to the other staff. I am grateful that the Human Resources Department and the members of the Judiciary and Law Enforcement Committee recognized the need for a position within the office to provide such supervisory assistance.

In August of 2005, my Receptionist/Worthless Check Coordinator resigned. Anticipating the tight financial restraints the county faced in 2006, the County Board declined to approve the filling of that position. It remained vacant for the balance of 2005. Without that person my office had to realign duties so that other staff could pick up those tasks. This also led, regrettably, to the inability of my office to continue processing worthless check complaints. That responsibility was returned to the area law enforcement agencies that previously handled those complaints before there was a person in my office to do this. The action by the County Board was never intended to be a permanent loss of the position. By the end of 2005, working with all of you, the position was restored and

authority to fill it was granted. I am happy to report that effective May 4, 2006, the position has been filled. Because of this I am confident that, once the person filling the position, Lisa Giraud, becomes acclimated to her other duties she will also be given responsibility for the processing of worthless check complaints. When this happens I will be able to return to this office the responsibility for processing of those complaints. At that time I also intend to implement a restitution surcharge to be paid by worthless check offenders. This surcharge, a percentage of the total restitution on a particular case, will go to the county for the purpose of providing partial reimbursement for the costs of bad check prosecutions.

2005 also saw the much-anticipated completion of the Door County Justice Center. It now seems like a long time ago, but the final months leading to completion in the fall of 2005 were filled with many last-minute problems that needed to be solved, decisions to be made, and Ad Hoc Building Committee meetings to attend. While all of the staff in my office were fully involved in this process, my deepest appreciation goes to the members of the Ad Hoc Building Committee, Lt. Jeff Farley of the Sheriff's Department, and the County Board as a whole for making the whole thing work as smoothly as it did and bringing the project to its successful completion in the Fall of 2005.

The completion of the Justice Center prompted one of the biggest changes for the office in 2005; namely, the move from the County Courthouse to the new facility. Much cleaning, packing and some pulling of hair were involved in the move. With the vantage point of six months' time for reflection, the move went off largely without a hitch.

On behalf of the office I extend my gratitude to the Law Enforcement Committee and all of you, the Door County Board of Supervisors, for your continued commitment to the notion that professional and effective law enforcement is an important part of the quality of life we have here in Door County. If you should have any questions, please feel free to contact me.

Sincerely,

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Raymond L. Pelrine  
District Attorney  
Door County, Wisconsin

RLP/sb

# **DOOR COUNTY DISTRICT ATTORNEY'S ANNUAL REPORT**

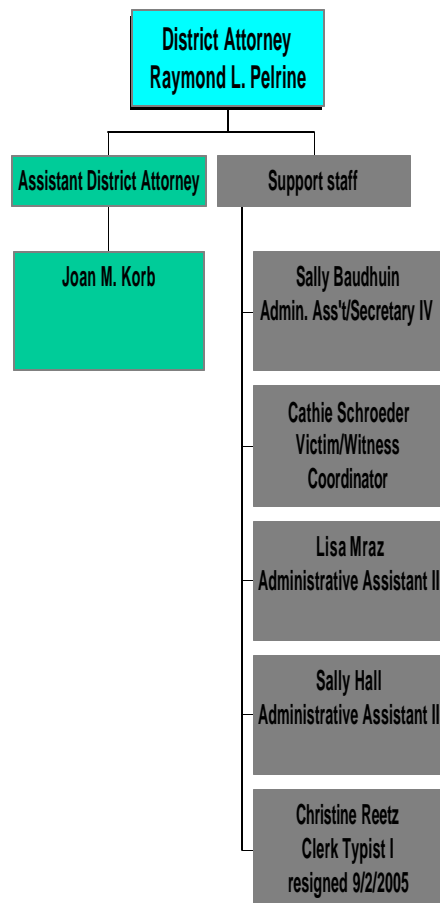
## **TABLE OF CONTENTS**

<b>Authority and Responsibilities of District Attorney .....</b>	<b>Page 1</b>
<b>Department Personnel Flow Chart .....</b>	<b>Page 2</b>
<b>Support Staff Responsibilities .....</b>	<b>Page 3</b>
<b>Office Budget .....</b>	<b>Page 4</b>
<b>Restitution Collections and Disbursements (excluding worthless checks) .....</b>	<b>Page 5</b>
<b>Worthless Check Collections &amp; Disbursements.....</b>	<b>Page 6</b>
<b>Adult Criminal Case Filings .....</b>	<b>Page 7</b>
<b>Adult Criminal Traffic Case Filings .....</b>	<b>Page 8</b>
<b>Adult Non-Criminal Citation Case Filings .....</b>	<b>Page 9</b>
<b>Juvenile Case Filings .....</b>	<b>Page 10</b>

## **AUTHORITY AND RESPONSIBILITIES OF DISTRICT ATTORNEY AND ASSISTANT DISTRICT ATTORNEYS**

- Pursuant to ch. 978, Stats., Door County District Attorney is a full-time position; one of 71 district attorneys across Wisconsin; Shawano-Menominee Counties share a district attorney
- Term of office: 4 years (was recently changed in 2005 from 2 years)
- Door County has full-time district attorney and one full-time assistant district attorney position
- Each county's assistant district attorney positions allocated based on caseload data pursuant to standardized formula; the goal is to have consistent caseload for each prosecutor whether they work in Door County, Forest County, Dane County, or Milwaukee County
- District attorney and assistant district attorneys classified as state employees; salaries and benefits paid by State of Wisconsin
- Prosecute adult criminal cases occurring within Door County, including misdemeanors and felonies
- Prosecute state and county civil law violations occurring within Door County, including traffic and non-traffic forfeitures initiated by Wisconsin State Patrol, Door County Sheriff's Department, and Wisconsin Department of Natural Resources; violations of Sturgeon Bay city ordinances, traffic and non-traffic, are prosecuted by the Sturgeon Bay City Attorney
- Prosecute Open Meeting and Open Record violations.
- Prosecute juvenile delinquency cases occurring within Door County or where juvenile resides in Door County, including misdemeanors and felonies
- Prosecute child in need of protection and services (CHIPS) cases occurring within Door County or where juvenile resides in Door County, including cases of child neglect, child abuse, etc.
- Prosecute juvenile in need of protection and services (JIPS) cases occurring within Door County or where juvenile resides in Door County, including habitual truancy, uncontrollability, criminal law violations by child under age 10
- Prosecute voluntary and involuntary termination of parental rights (TPR) cases occurring within Door County or where juvenile resides in Door County; there is also statutory authority for private individuals to commence voluntary and involuntary TPRs
- Perform special prosecutions as requested by other counties
- Perform special investigative proceedings such as coroner's inquests and John Doe hearings
- All prosecutors must be licensed to practice law in State of Wisconsin; all prosecutors must perform 30 hours of continuing legal education every two years; credits typically earned during summer and winter DA conferences sponsored by Wisconsin Department of Justice; other seminars attended as determined necessary and/or beneficial to the position.

# DISTRICT ATTORNEY'S OFFICE - 2005



## **DOOR COUNTY DISTRICT ATTORNEY'S OFFICE SUPPORT STAFF**

- **SALLY BAUDHUIN, SECRETARY/ADMINISTRATIVE ASSISTANT IV:**

**General summary of position:**

Reports to the District Attorney and Assistant District Attorney, is responsible for various legal secretarial and administrative assistant duties, which conserve the time of the District Attorney and the Assistant District Attorney, and allow the office to perform its legal and administrative procedures in a smooth and effective manner. Acts as a liaison between Sheriff's Department, City Police Department, Social Services Department and District Attorney's Office. Helps train and assist other clerical support staff.

- **CATHIE SCHROEDER, VICTIM-WITNESS COORDINATOR:**

**General summary of position:**

The services of the Victim Witness Program Coordinator are under the general supervision of the District Attorney. Develops and coordinates the Victim Witness Program by advising victims and witnesses regarding their rights, criminal justice procedures, notification of all court hearings, assists in obtaining witness fees, provides information on local/state resources available to crime victims and maintains records. Prepares budget, reimbursement reports and annual reports required to be submitted to the Wisconsin Department of Justice – Office of Crime Victim Services.

- **LISA MRAZ, ADMINISTRATIVE ASSISTANT II:**

**General summary of position:**

Performs a variety of legal and clerical secretarial duties in the District Attorney's Office. Reports to the District Attorney and Assistant District Attorney. Acts as a liaison between Sheriff's Department, City Police Department, Social Services Department and District Attorney's Office. Helps train and assist other clerical support staff.

- **SALLY HALL, ADMINISTRATIVE ASSISTANT II:**

**General summary of position:**

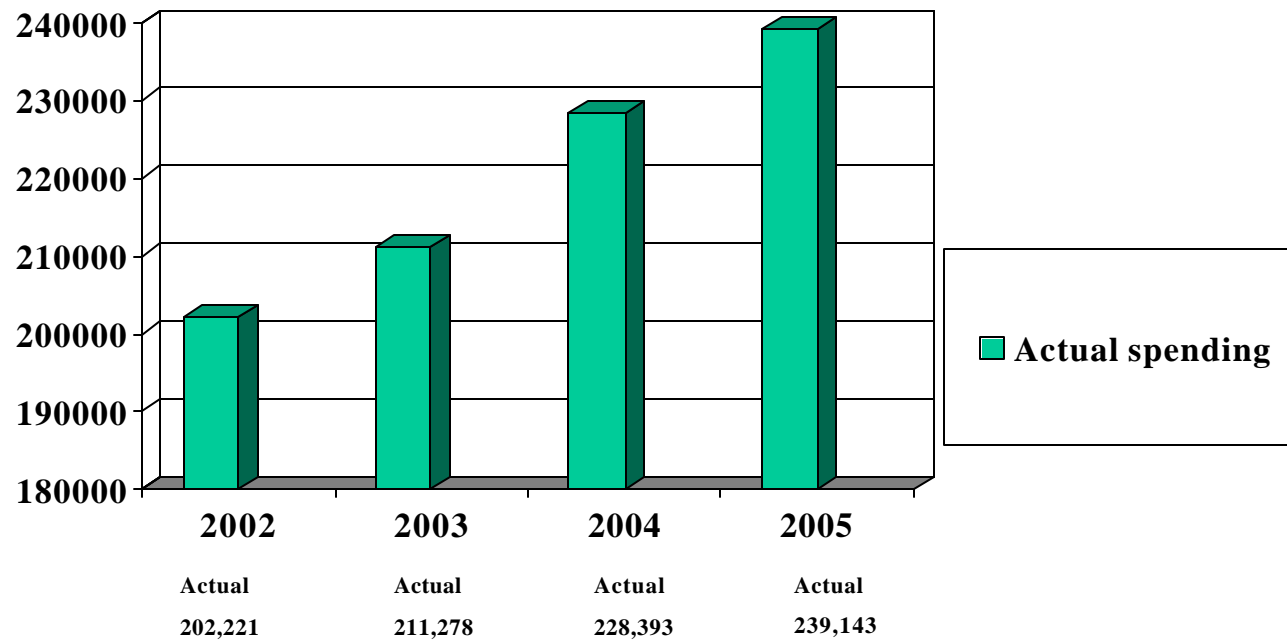
Performs a variety of legal secretarial and clerical duties in the District Attorney's Office. Reports to the District Attorney and Assistant District Attorney. Acts as a liaison between Sheriff's Department, City Police Department, Social Services Department and District Attorney's Office. Helps train and assist other clerical support staff.

- **CHRISTINE REETZ, CLERK TYPIST I, WHO RESIGNED IN SEPTEMBER, 2005 - POSITION WAS EVENTUALLY REFILLED:**

**General summary of position:**

Performs a variety of typing and clerical tasks which are generally assigned to the position or as assigned by the immediate supervisor. Reports to the District Attorney and/or Assistant District Attorney.

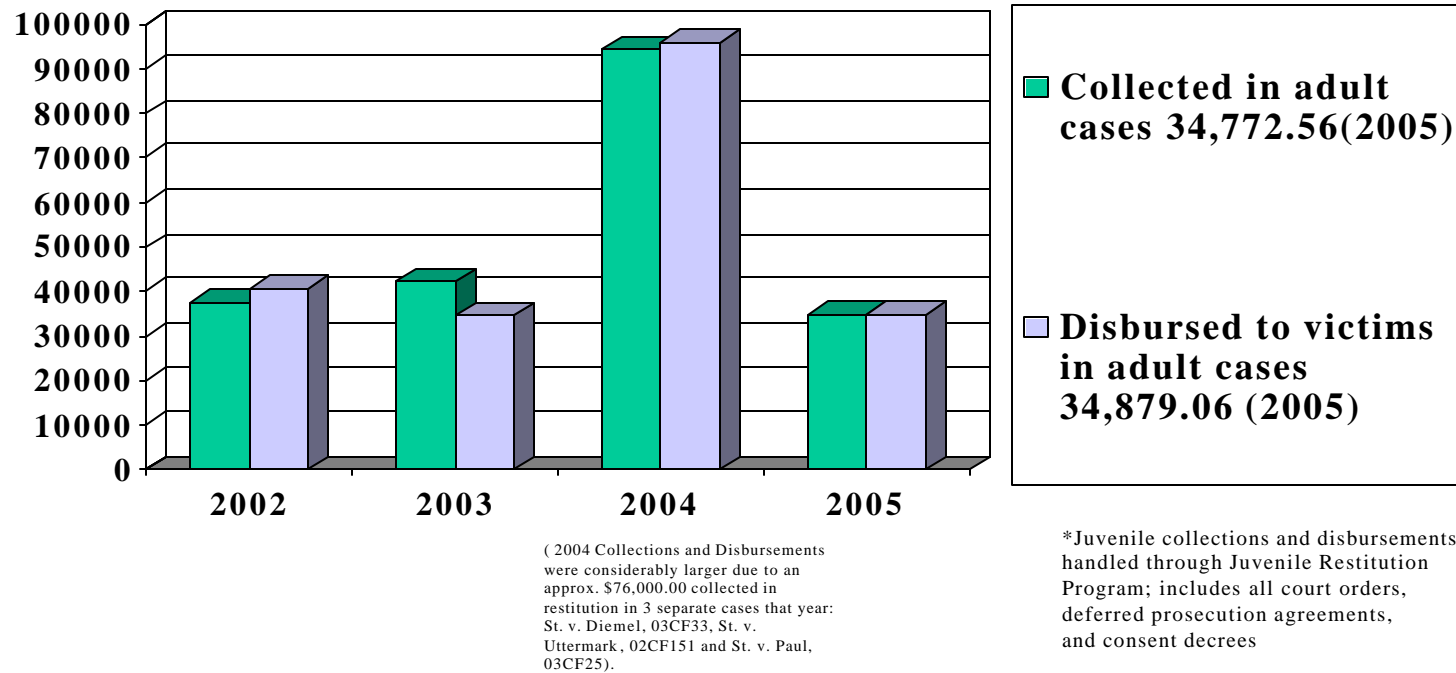
## Actual Budget: 2002-2005





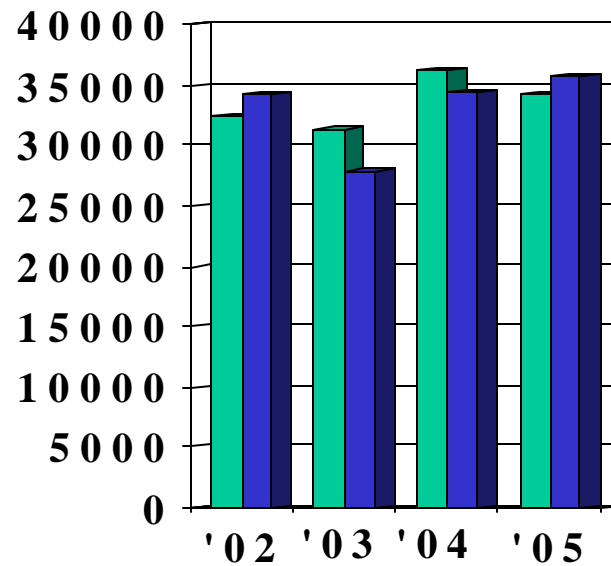
## Restitution Collections and Disbursements (Excluding Worthless Checks) 2002-2005

Disbursements may not reflect the year in which restitution is collected.



\* 2004 Collections & Disbursements were considerably larger due to an approx. \$76,000.00 collected in restitution in 3 separate cases that year: St. v. Diemel, 03CF33, St. v. Uttermark, 02CF151 and St. v. Paul, 03CF25.

## W orthless Check Collections & Disbursements 2002- 2005



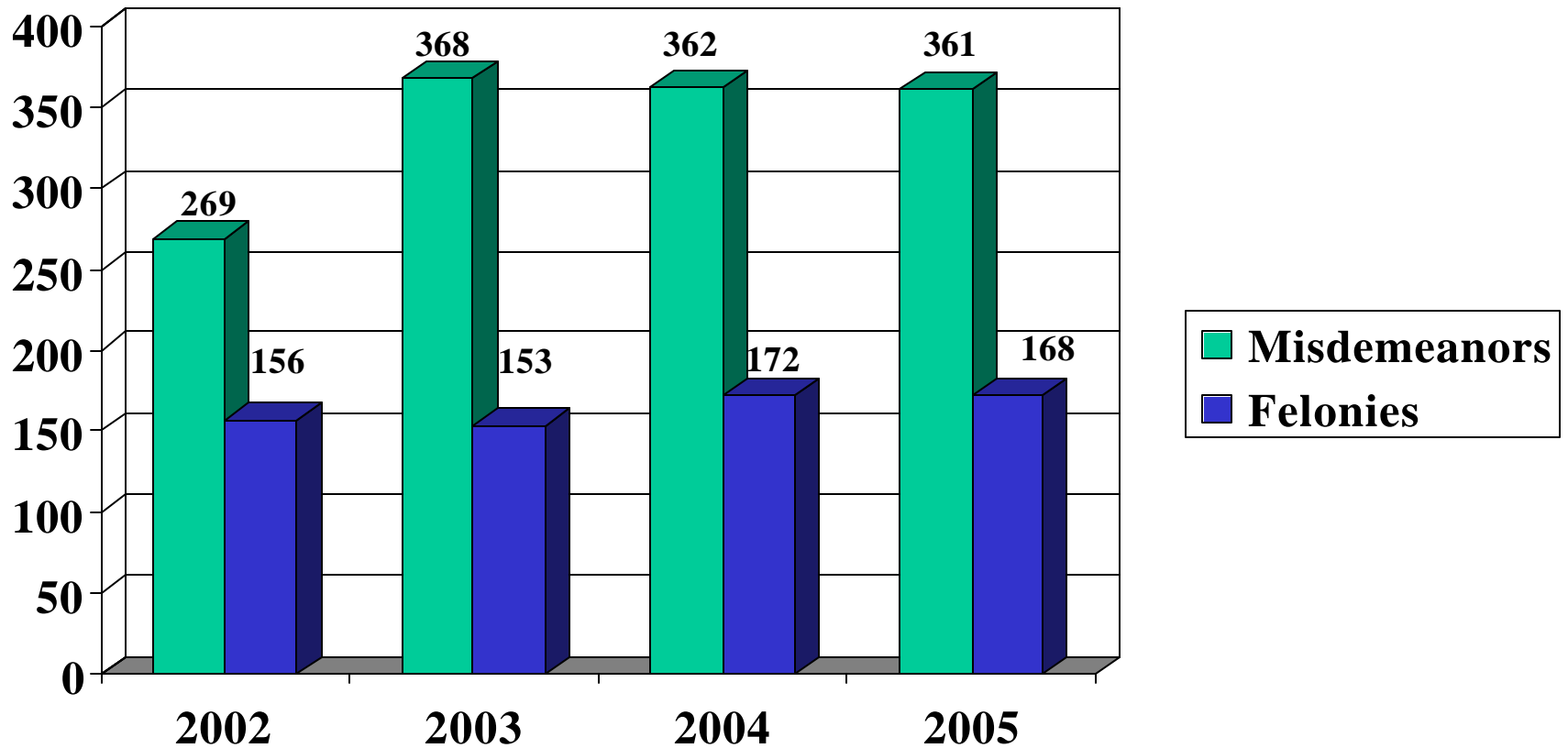
Restitution collected for bad checks  
Money disbursed for bad checks

- This chart indicates monies collected and disbursed from worthless checks.

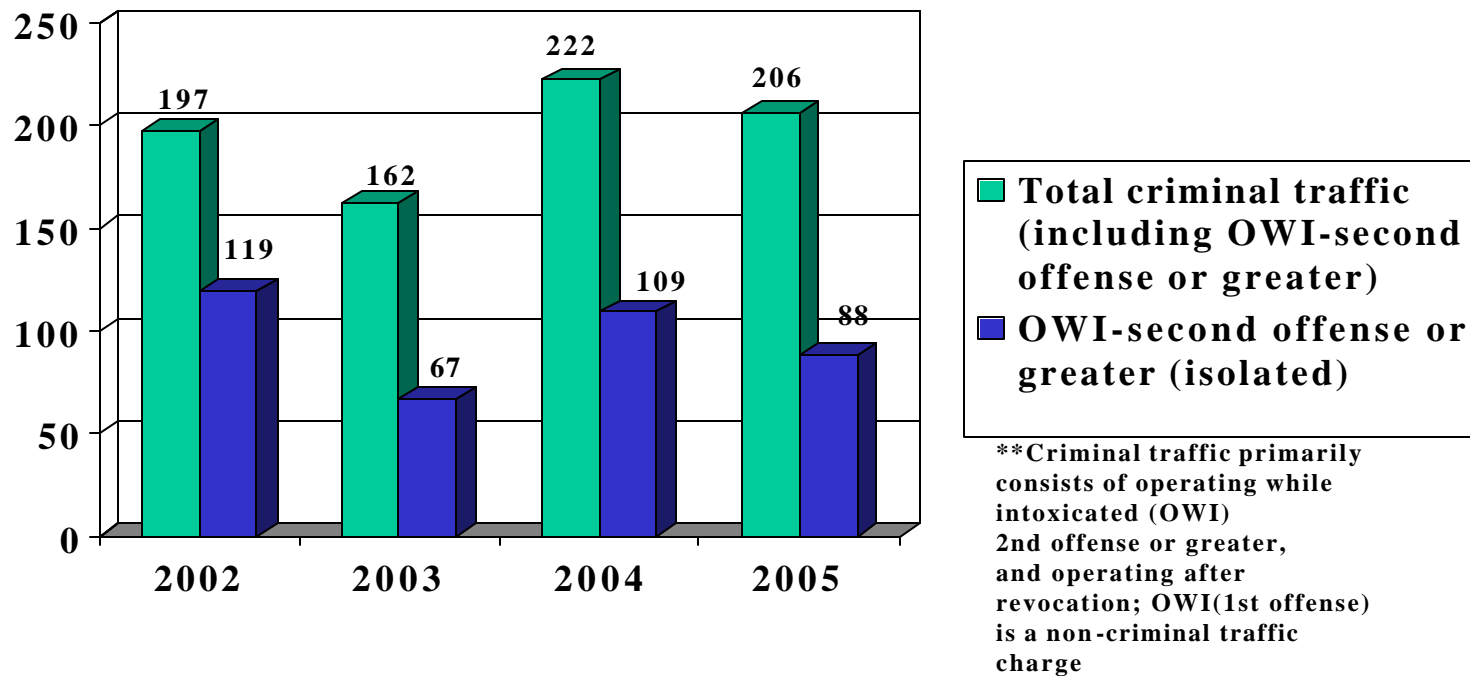
- Restitution collected on worthless checks = \$34,203.53(2005)

- Money disbursed on worthless Checks = \$35,857.61(2005)(disbursements may not reflect the year in which restitution is collected)

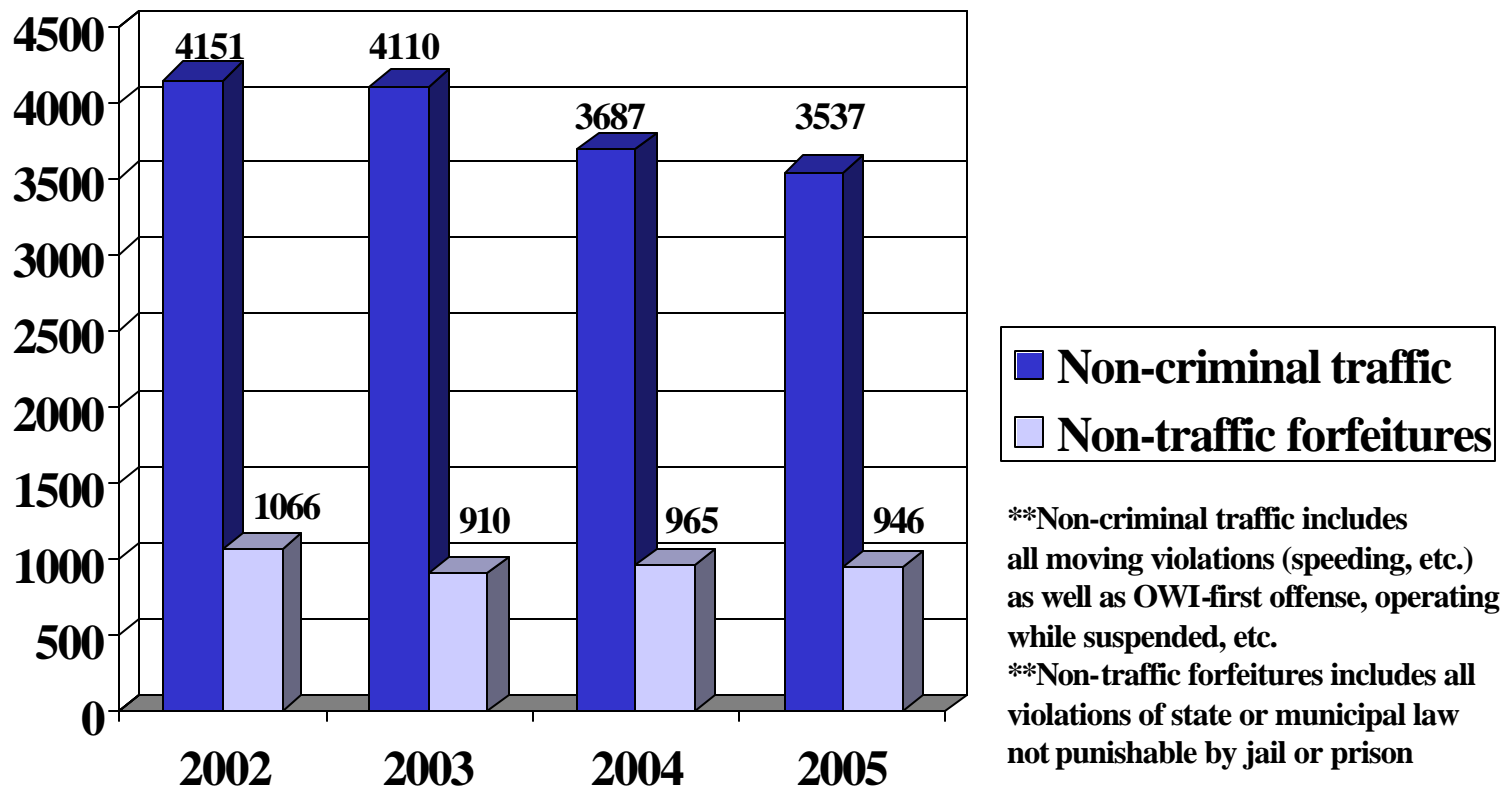
# Adult criminal case filings 2002-2005 (excludes criminal traffic)



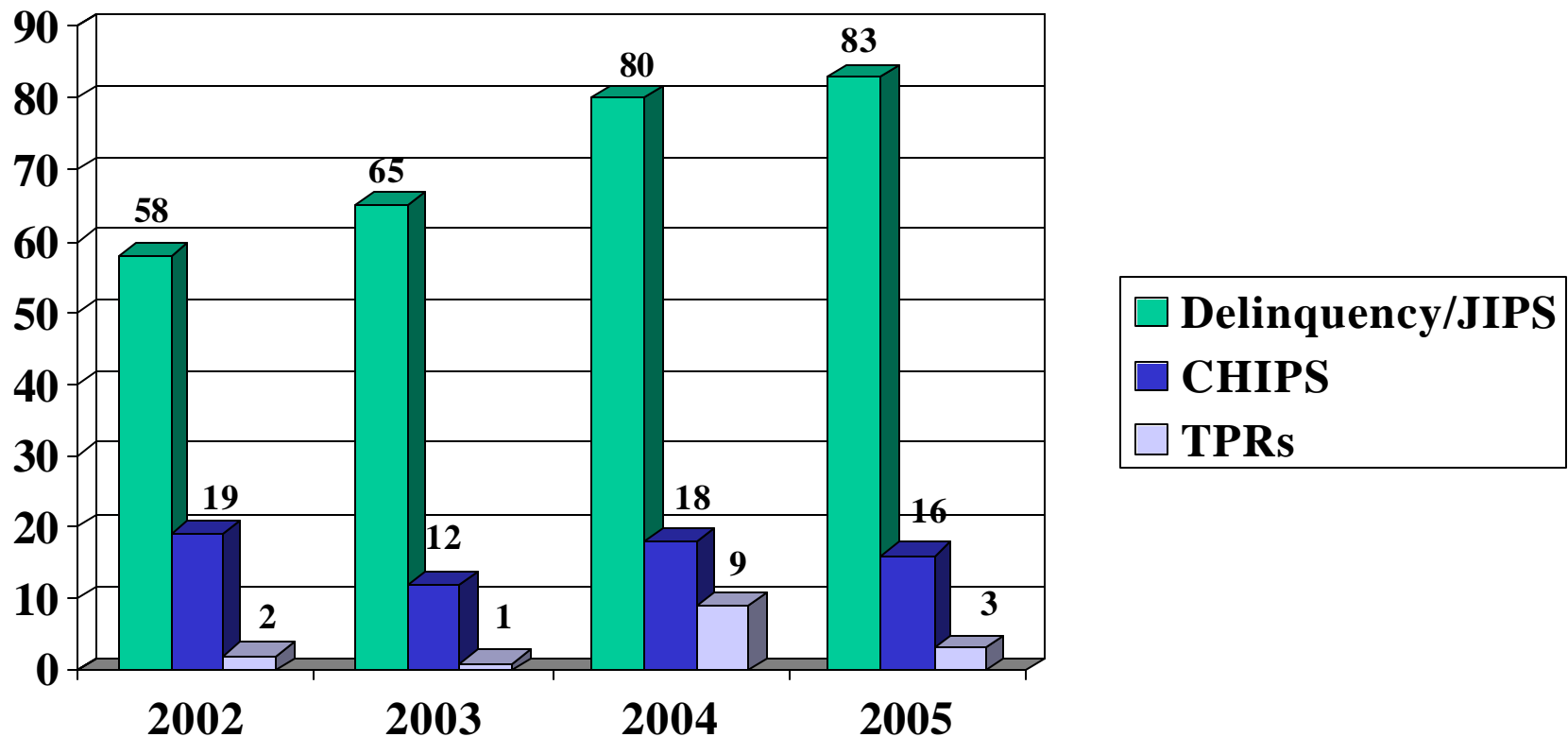
# Adult criminal traffic case filings 2002-2005



# Adult non-criminal citation case filings 2002-2005



# Juvenile case filings 2002-2005



**\*\*Delinquency** means a violation of state law punishable by jail or prison if committed by an adult. Juvenile delinquency includes any person 10-16 years old. **JIPS** means someone younger than 10 violating a criminal law; also includes habitual truants and uncontrollable juveniles.

**\*\*CHIPS** primarily consists of child neglect cases. **TPRs** means termination of parental rights.

**\*\*These numbers do not reflect all juvenile cases handled without court action (voluntary services with DSS, consent decrees, deferred prosecution agreements, etc.)**

